

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post KAMPALA	2. Agency STATE	3a. Position Number
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3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☐ Yes ☐ No If yes, please provide position number: 520060, 520061, 520062, 520064, 520066, 520067, 520068, 520069, 520072, 520074, 520078, 100333, 100918, 100430, 101114, 101181, 101217, 101219, 101312, 101466, 101467, 101468, 101574, 101575, 101569, 101635, 101636, 101637, 101639, 101640, 101641, 101642, 101643, 101644, 101645, 101646, 101647, 101648, 101654, 101655

4. Reason for Submission

- ☐ a. Redescription of duties: this position replaces
(Position Number) _____, (Title) _____ (Series) _____ (Grade) _____
- ☐ b. New Position _____
- ☐ c. Other (explain) _____

5. Classification Action	Position Title and Series Code	Grade	Initials	Date(mm-dd-yr)
a. Post Classification Authority	Chauffer, FSN-1015	FSN-3	HR/OE/PC	July 12, 2019
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title)	7. Name of Employee
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8. Office /Section	a. First Subdivision
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b. Second Subdivision	c. Third Subdivision
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9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Printed Name of Employee _____ Date (mm-dd-yyyy) Employee Signature _____	10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Printed Name of Supervisor _____ Date (mm-dd-yyyy) Supervisor Signature _____
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position _____ Printed Name of Chief or Agency Head _____ Date (mm-dd-yyyy) Chief or Agency Head Signature _____	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ Printed Name of Admin or HR Officer _____ Date (mm-dd-yyyy) Admin or HR Officer Signature _____
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13. Basic function of the position

The incumbent operates safely and efficiently an unarmored U.S. Government-owned or leased motor vehicle to transport passengers and/or cargo. Works as messenger as directed.

14. Major Duties and Responsibilities

_____ % of Time

Chauffeur Responsibilities:

80%

As one of several motor pool chauffeurs, receives work assignments from the Dispatcher to transport State and/or other Agency personnel or cargo.

Operates Embassy vehicles in the transportation of official visitors in support of U.S. Government's official activities.

Assumes duty driver responsibility on a rotational basis. Incumbent may be required to make trips that require out-of-town stays.

Maintains vehicle in a clean and serviceable condition, to include cleaning the interior and exterior of the vehicle. Performs basic vehicle inspection in accordance with established schedules and policies.

Prepares trip reports, vehicle use and fuel logs. Estimates fuel consumption for trips.

Safeguards U.S. Government property and uses U.S. Government resources efficiently, including the fuel-efficient operation of vehicles.

Messengers Responsibilities:

20%

To include mail, cargo, documents pickup and delivery, as assigned.

Handles cash up to \$1000.

Provides driver support for the Ambassador or DCM in the absence of their regularly-assigned chauffeurs, as directed.

***Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**

15. Qualifications Required For Effective Performance

a. Education

Completion of high school education is required.

b. Prior Work Experience

At least three years of professional driving experience is required.

c. Post Entry Training

Two days of SMITH System Defensive Training. Proper on-the-job training on procedures for filling out trip reports, daily logs, vehicle checks, etc.

d. Language Proficiency: List both English and host country languages(s) proficiency requirements by level (II, III) and specialization (sp/read). English level II (Limited knowledge) Reading/Writing/Speaking is required.

e. Job Knowledge

Must have a good working knowledge of the city and its environs, including driving routes and traffic patterns. Must be familiar with the location of hospitals, police and fire stations within the city and its immediate surroundings.



f. Skills and Abilities

Must hold a valid driver's license. Must have the ability to read maps and plan driving routes. Must have good verbal communication skills, and an ability to handle all persons with professionalism and discretion. Must be able to perform basic vehicle inspection and must possess intermediate level automotive maintenance skills. Must have basic computer skills to maintain reports and for communication purposes.

16. Position Element

a. Supervision Received

Dispatcher.

b. Supervision Exercised

NA.

c. Available Guidelines

6 FAM and 14 FAM regulations concerning the use of official vehicles; all relevant local and international standard driving laws and regulations; post guidelines on vehicular operations.

d. Exercise of Judgment

Good judgement about appropriate routes and alternatives. The need to prioritize safety over timeliness is central to the function and is a critical element in the position qualification criteria.

e. Authority to Make Commitments

None.

f. Nature, Level, and Purpose of Contacts

The incumbent has regular contact with other post employees in connection with driving and other daily tasks. Contact with procurement agents in the General Services Office to facilitate the purchase of supplies, equipment, and repairs/maintenance of the official vehicle. Contact with customs and airport employees to facilitate the arrival and departure of the Embassy personnel and official visitors.

g. Time expected to Reach Full Performance Level

Three months.